



## JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

<b>Employee Name:</b> N/A		
<b>Agency:</b> Indiana Arts Commission		<b>BU:</b> 00705
<b>Division:</b>	<b>Section/District:</b>	
<b>Job Title:</b> Summer Intern		<b>Job Code:</b> N/A
<b>Working Title (if different from above):</b>		
<b>Reports To:</b> Bobbie Garver, Community Development Manager		
<b>FLSA Status:</b> <input checked="" type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		<b>Effective Date :</b> 5/14/2012

### **Purpose of Position/Summary:**

Provides support to the Program Department, specifically the Community Development Manager in charge of the Regional Arts Partnership.

### **Essential Duties/Responsibilities:**

- In partnership with the IU School of Public and Environmental Affairs, provides leadership with IAC staff in the development of a survey instrument for grantees associated with the IAC grants application and reporting process along with a refined assessment instrument for use by panelists.
- Assists with planning, coordinating and staffing meetings of the Commission, its committees and other related task forces and boards.
- Assists with duties related to the online grants system and formulating tools for grant applications.
- Maintains organization of general office file cabinets, storage cabinets, and storage closet.

### **Job Requirements:**

- Ability to coordinate & support arts professionals and constituents in partner organizations and groups.
- Ability to use creative & unique approaches to new or unusual situations that impact the entire agency.
- Experience in arts administration, meeting and event planning, interpersonal relationships, multi-task organization, office management, technology, communications, customer service, expert skill in Microsoft Professional Suite including Word, Excel, PowerPoint, Access, and Outlook.
- Creative ability to develop need-based solutions and solve agency operations and administrative issues.
- Ability to use creative and unique approaches to new or unusual situations which impact the entire agency.
- Organization of multiple projects with competing deadlines, requiring multitasking and prioritizing.
- Understanding of nonprofit administration techniques
- Broad knowledge of the theories, principles, practices and methodology of administrative management.

### **Supervisory Responsibilities/Direct Reports:**

N/A

### **Difficulty of Work:**

Moderate.

### **Responsibility:**

- Utilizes various software packages to prepare and maintain high quality reports, public presentations, and documents as needed.
- Responsible for planning and implementation of program objectives.
- Work is reviewed for compliance with agency policy and soundness of judgment & against desired outcomes.
- Works with integrity, honest, and knowledge that promotes agency culture, values and mission.
- Works in a positive, collaborative and team manner with all agency staff.

### **Personal Work Relationships:**

- Works in partnership and coordination with agency staff members, external organizations, other state agencies and elected/appointed public officials and their staff, including but not limited to Indiana

University School of Public and Environmental Affairs, Commissioners, and members of the Indiana legislature.

**Physical Effort:**

No more than 50 pounds of lifting required.

**Working Conditions:**

Office Environment.